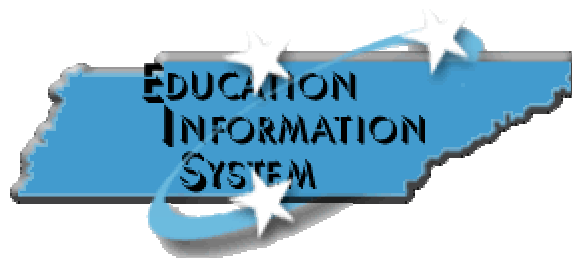


State of Tennessee Department of Education



Education Information System User Manual School Level Users



Education Information System (EIS)

Address	Phone
State of Tennessee Department of Education Andrew Johnson Tower Attn: EIS Help Desk, 7 th floor Nashville, TN 37243-0375	615-532-6215 1-800-495-4154 <i>toll free</i>
Email	
eishelp@mail.state.tn.us	
Support Hours	
Monday – Friday 8:00 – 5:00 CST	
Fax	
615-532-5303	
Web Sites	
EIS Website http://www.eis.state.tn.us	EIS Training Website https://www.eis.state.tn.us/training User ID: dst1 Password: watermelon or User ID: dst2 Password: watermelon
EIS Manual & Training Information Website District EIS Contacts, Error Messages, Pilot Timeline, & Listserv Instructions http://www.state.tn.us/education/sm_menu.htm	Tennessee School Directory Website http://www.k-12.state.tn.us/SDE/
Minimum Browsers Supported: IE 4.01 SP2 and Netscape 4.08 Best Screen Views: 800x600 or 1024x768	

EIS Training Database Resource Guide

The Training Database Resource Guide is being provided to assist you with producing results with your queries with the test data contained within the EIS Training database. The EIS Training database contains district, school, staff, & student information for the listed district and schools.

District No. 2	Big County		
	School No.	005	2001
	School No.	010	2001
	School No.	020	2001

For example, all of the following information can be obtained for the following case.

District No. 2	Big County		
	District	Calendar Details	2001
	School No. 005	Calendar Details	2001
	Staff List	Staff Assignments	2001
	Student List	Student Details	2001
		Special Education Info	2001
		Daily Attendance	2001
		Class Schedule	2001
		Disciplinary Actions	2001
		Enrollment Info	2001
	Class List	Class Detail	2001
		Course Detail	2001
		Student List	2001
		Staff List	2001
	Course List	Course Detail	2001
		Class List	2001



For examples of specific data, see the exercises found in Appendix A.

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State of Tennessee Department of Education
Education Information System Training Manual

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Course Contributors Anne Shacklett, Michelle Walker, Janine Whited

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Manual Version.....5.0

Manual file location C:\Documents and Settings\Owner\My Documents\STATE Classroom Training Files\Master Documents\MODIFIED District EIS User Manual Master.doc

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Education Information System.

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Manual Conventions

Special Note



— Provides additional topic information

Abbreviation Listing

EIS — Education Information System

SDE — State of Tennessee Department of Education

Course Objectives



Access EIS



View Error Reports



Perform Information Inquiries

Access Objectives



Login to EIS



Navigate the EIS Banner

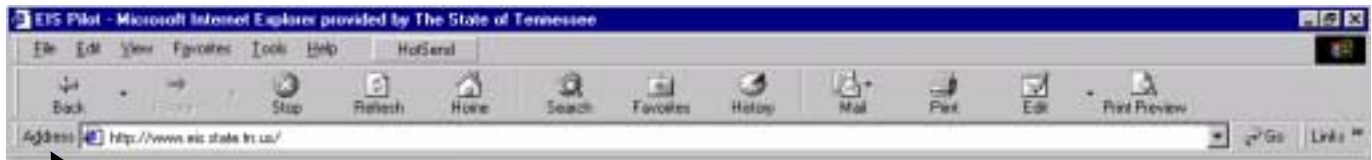


Logoff of EIS

Login Process

To login to EIS:

1. Open your web browser, i.e. Internet Explorer or Netscape.
2. In the **Address Bar**, type <https://www.eis.state.tn.us/training>.



Address Bar

3. Press **Enter**.

A screenshot of a web page titled "Login Authorization" from the Tennessee Department of Education. The page features a warning about unauthorized use, a login form with fields for User ID, Password, New Password, and Verify Password, and a "Login" button. It also includes a note about password changes and contact information for the Ed Webmaster.

Login Authorization
Tennessee Department of Education [Help](#)

Warning: The unauthorized use of this computer system or its contents and / or any attempt to gain unauthorized access thereto could constitute a violation of the Computer Crimes Act of the State of Tennessee.

User ID

Password

New Password

Verify Password

Note: If a new password and a verify password is present, then your password will be changed. If you have any problems, please contact your application manager listed on the [Help](#) page.

State of Tennessee
Department of Education
710 James Robertson Parkway
Nashville, TN 37243

Please report any other webpage problems to [Ed Webmaster](#).

Last revised:
April 23, 2002

4. In the **User ID** box, type in your **User ID**.
5. In the **Password** box, type in your **Password**.
6. Click **Login**.

Available Applications			
Please select one of the following security levels from the available applications below:			
Logoff	Application	Logon As..	Status
Help	TRAINING FOR EIS	DST DST_AA	Online

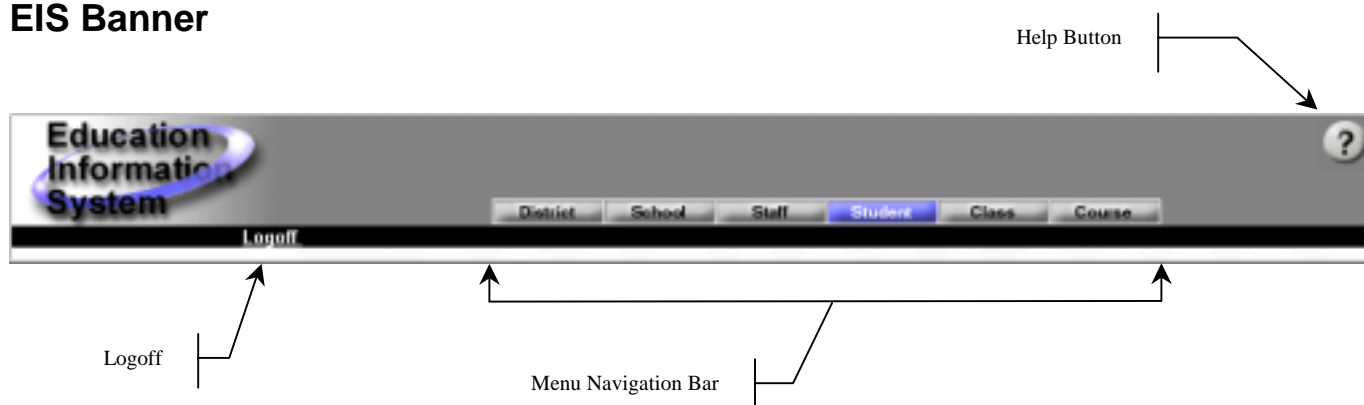
- From the **Available Applications** screen, click **DST** to Login.

Logoff Process

To logoff of EIS:

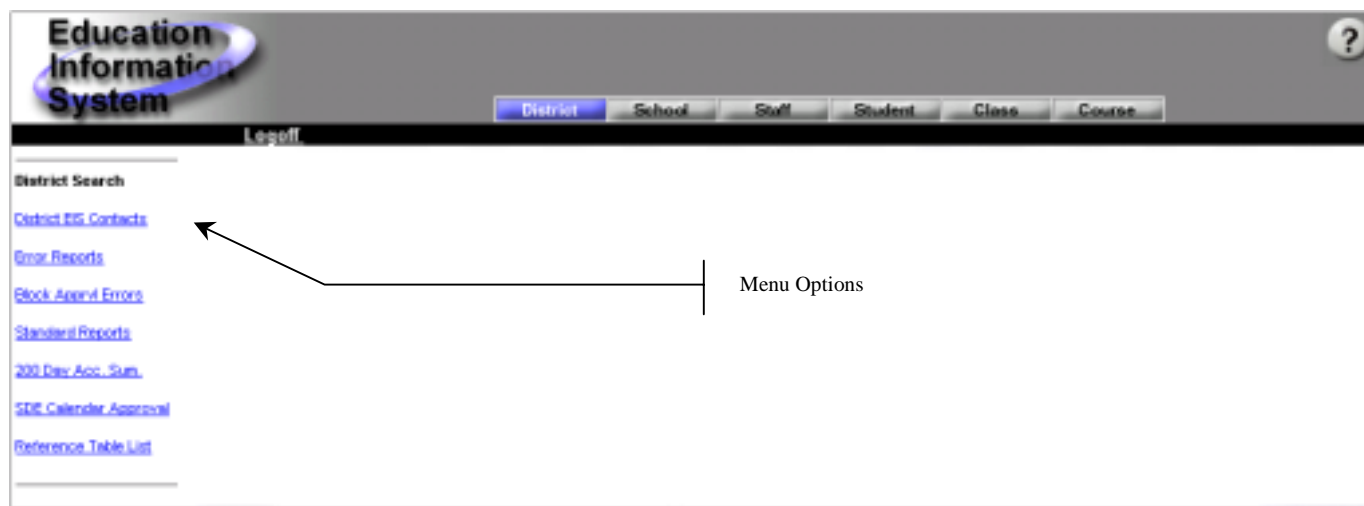
- From any screen, click on **Logoff**.

EIS Banner



Item	Description
Menu Navigation Bar	Provides access to all menu options within EIS. This bar is available at the top of every screen and provides quick access to all of the main search screens in EIS.
Help Button	Provides access to the Help index and is context sensitive. The Help Search Index provides the capability of searching individual pages or elements.
Logoff	Available from any screen and logs the user off the system.

Menu Options



Item	Description
Menu Options	Provide access to menu options within the selected area. These options are available at the left of each screen. The option shown in black text indicates the current screen.

Error Report Objectives



Access School Level Error Reports



View Block Approval Error Reports



Print Error Reports

Error Reports

After extracts are uploaded to the SDE, error Reports and Standard reports for each School and District will be produced with the data that can be used. Erroneous or missing information that causes a Block Approval error, Severity Code 92, will prohibit the Director from signing off on the Standard Reports. Any data that can be loaded will be loaded, but the missing information must be sent before that record can be used in the Standard reports.

If errors exist, a District should then send corrections, which will cause a copy of the standard reports to be produced again. This will overlay the previous reports if they have not already been approved. If they have already been approved, but the report results were changed, a revised report will be created with a new version number. Another error report will be provided with any additional outstanding errors.

Severity Code	Severity Name	Severity Description
10	Warning	Display message; may or may not require corrective action
30	Conditional	Invalid data field stored conditionally; must be corrected
70	Deficiency Error	Staff or class error must be corrected
80	Fatal Field Error	Data field not stored but remainder of extract record stored; must be reviewed
90	Fatal Extract Record	Entire extract record not stored in SDE database
91	Fatal Extract Batch	Entire extract transmission file not stored in SDE database
92	Approval Blocked	Information stored, but contains or caused errors that will block report approval; must be corrected

All error messages are organized by Most Current and Previous Date.

- ✓ **District** error messages are grouped by error category into General, Calendar & School.
- ✓ **School** error messages are grouped by error category into Calendar, Student, Staff & Class.
- ✓ A separate report will also be produced that includes only the errors that block approval of the reports. The **Block Approval** Error Report is organized by District and School level as well as being divided into error subcategories such as General, Calendar, Student, Staff & Class.

View School Level Error Reports

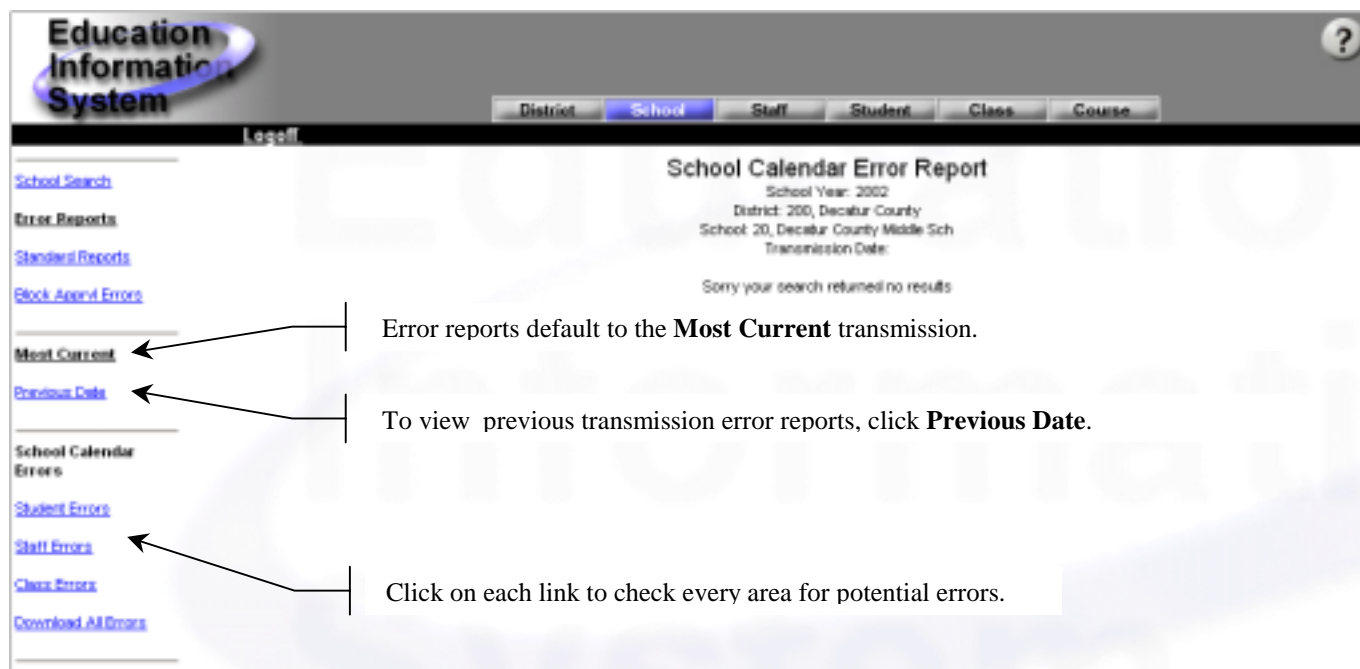
To view School Level errors, when logged on as a school user:

1. From the **Menu Navigation Bar**, click **School**.
2. From the **School Search** screen, click on **Error Reports**.



The screenshot shows the 'Education Information System' logo in the top left. A navigation bar at the top contains tabs for 'District', 'School' (which is highlighted), 'Staff', 'Student', 'Class', and 'Course'. Below the navigation bar is a 'Logoff' link. The main content area is titled 'School Search' and contains a search form with the following fields: 'School Year*' (with '2002' entered), 'District No.', 'District Name', 'School No.', 'School Name', 'Operational Status' (with a dropdown menu showing 'Active'), 'Sort By' (with a dropdown menu showing 'District No, School No'), and 'Ascending' (with a dropdown menu showing 'Ascending'). A 'Go' button is at the bottom right of the form. On the left side of the screen, there is a sidebar with links: 'School Search', 'Error Reports', 'Standard Reports', and 'Block Appeal Errors'.

3. As shown below, the **School Calendar Error Report** is always displayed first.



The screenshot shows the 'Education Information System' logo in the top left. A navigation bar at the top contains tabs for 'District', 'School' (which is highlighted), 'Staff', 'Student', 'Class', and 'Course'. Below the navigation bar is a 'Logoff' link. The main content area is titled 'School Calendar Error Report' and displays the following information: 'School Year: 2002', 'District: 200, Decatur County', 'School: 20, Decatur County Middle Sch', and 'Transmission Date:'. Below this information, it says 'Sorry your search returned no results'. On the left side of the screen, there is a sidebar with links: 'School Search', 'Error Reports', 'Standard Reports', 'Block Appeal Errors', 'Most Current', 'Previous Date', 'School Calendar Errors', 'Student Errors', 'Staff Errors', 'Class Errors', and 'Download All Errors'. Three arrows point from the sidebar links to text boxes: one from 'Most Current' to 'Error reports default to the **Most Current** transmission.', one from 'Previous Date' to 'To view previous transmission error reports, click **Previous Date**.', and one from 'Student Errors', 'Staff Errors', and 'Class Errors' to 'Click on each link to check every area for potential errors.'

4. To view school student errors, click on **Student Errors**.
5. To view school staff errors, click on **Staff Errors**.
6. To view school class errors, click on **Class Errors**.

School Error Report Examples

School Calendar Error Report

School Calendar Error Report				
District: 1, Small County				
School: 5, Athens Junior High School				
Transmission Date: 6/18/02 10:48:31 AM				
School Calendar No				
01		Download School Calendar Errors		
Error#	Severity	Error Message	Detail Information	Error Date Filename
2029	10 - Warning - Message displayed; may or may not be an error	CHRISTMAS BREAK EVENT NOT SCHEDULED.	n/a	6/18/02 10:48:31 AM
2030	10 - Warning - Message displayed; may or may not be an error	SPRING BREAK NOT SCHEDULED.	n/a	6/18/02 10:48:31 AM
2015	92 - Approval Blocked - Errors stored that block report approval	SCHOOL CALENDAR MUST CONTAIN 9 REPORT PERIODS. MISSING PERIOD NUMBER: 6	n/a	6/18/02 10:51:37 AM
2015	92 - Approval Blocked - Errors stored that block report approval	SCHOOL CALENDAR MUST CONTAIN 9 REPORT PERIODS. MISSING PERIOD NUMBER: 7	n/a	6/18/02 10:51:37 AM
2026	92 - Approval Blocked - Errors stored that block report approval	REPORT PERIODS 1-8 MUST INCLUDE 20 INSTRUCTIONAL DAYS. 0	Report Period No 2, Report Period Begin Date 18- SEP-01, Report Period End Date 18-OCT-01	6/18/02 10:51:37 AM
2026	92 - Approval Blocked - Errors stored that block report approval	REPORT PERIODS 1-8 MUST INCLUDE 20 INSTRUCTIONAL DAYS. 0	Report Period No 3, Report Period Begin Date 19- OCT-01, Report Period End Date 15-NOV-01	6/18/02 10:51:37 AM
2031	92 - Approval Blocked - Errors stored that block report approval	ATTENDANCE START DATE NOT SCHEDULED.	n/a	6/18/02 10:51:37 AM
2032	92 - Approval Blocked - Errors stored that block report approval	ATTENDANCE END DATE NOT SCHEDULED.	n/a	6/18/02 10:51:37 AM
2084	92 - Approval Blocked - Errors stored that block report approval	NO SCHOOL CALENDAR START DATE	n/a	6/18/02 10:51:37 AM
2085	92 - Approval Blocked - Errors stored that block report approval	NO SCHOOL CALENDAR END DATE	n/a	6/18/02 10:51:37 AM

School Student Error Report

Student Error Report				
District: 1, Small County				
School: 5, Athens Junior High School				
Transmission Date: 6/17/02 11:37:10 AM				
Page: 1 of 16				
Last, First, Middle Name	SSN	PN	School Yr	
..	104059780	0	2001	Download Student Errors
Error#	Severity	Error Message	Detail Information	Error Date Filename
4203	90 - Fatal Extract Record - Extract not stored in database	REC ID 044 NO STUDENT RECORD FOUND.	Classification Type R, Begin Date 20010820	6/17/02 11:37:10 AM 00110603R06.zip

Last, First, Middle Name	SSN	PN	School Yr	
..	253123091		2001	
Error#	Severity	Error Message	Detail Information	Error Date Filename
4202	90 - Fatal Extract Record - Extract not stored in database	REC ID 043 NO STUDENT RECORD FOUND.	Grade 07, Assignment Date 20010820	7/24/02 10:46:15 AM 00210620R14.zip
4203	90 - Fatal Extract Record - Extract not stored in database	REC ID 044 NO STUDENT RECORD FOUND.	Classification Type R, Begin Date 20010820	7/24/02 10:46:35 AM 00210620R14.zip
4206	90 - Fatal Extract Record - Extract not stored in database	REC ID 047 NO STUDENT RECORD FOUND.	Student Standard Day 360, Effective Date 20010820	7/24/02 10:47:22 AM 00210620R07.zip
4201	90 - Fatal Extract Record - Extract not stored in database	REC ID 042 NO STUDENT RECORD FOUND.	Funding Inelig Status 0, Event Type 20010820	7/24/02 10:47:28 AM 00210620R07.zip
4208	90 - Fatal Extract Record - Extract not stored in database	REC ID 049 NO STUDENT RECORD FOUND.	Attendance Type A, Attendance Date 20011002	7/24/02 10:48:00 AM 00210620R07.zip
4208	90 - Fatal Extract Record - Extract not stored in database	REC ID 049 NO STUDENT RECORD FOUND.	Attendance Type A, Attendance Date 20010924	7/24/02 10:48:00 AM 00210620R07.zip

Last, First, Middle Name	SSN	PN	School Yr	
..	104964701	0	2001	
Error#	Severity	Error Message	Detail Information	Error Date Filename
5090	90 - Fatal Extract Record - Extract not stored in database	REC ID 045 RECORD EXISTS: VALUE SENT:	AM Bus 9052, PM Bus 9052, Est Miles 0	6/18/02 1:42:20 PM 00110603R11.zip

Last, First, Middle Name	SSN	PN	School Yr	
..	209029693		2001	
Error#	Severity	Error Message	Detail Information	Error Date Filename
4237	10 - Warning - Message displayed; may or may not be an error	REC ID 092 RECORD NOT FOUND, DELETE FAILED	Option Level P, Option Number 2, Option Begin Date 20010820	7/24/02 10:48:19 AM 00210620S06.zip

School Student Error Report

Last, First, Middle Name		SSN	PIN
..		123000000	

Error#	Severity	Error Message	Detail Information	Error Date Filename
4096	90 - Fatal Extract Record - Extract not stored in database	REC ID 048 LOCAL CLASS NUMBER NOT FOUND. VALUE SENT:	Local Class Number EXP102, Begin Date 20010609, End Date 20020517	7/31/02 6:47:30 PM 20020731R05.zip
4207	90 - Fatal Extract Record - Extract not stored in database	REC ID 048 STUDENT ENROLLMENT NOT FOUND OR CLASS ASSIGNMENT PRIOR TO ENROLLMENT BEGIN DATE.	Local Class Number SLREL01, Begin Date 20010809, End Date 20020517	7/31/02 6:47:30 PM 20020731R05.zip
4207	90 - Fatal Extract Record - Extract not stored in database	REC ID 048 STUDENT ENROLLMENT NOT FOUND OR CLASS ASSIGNMENT PRIOR TO ENROLLMENT BEGIN DATE.	Local Class Number 5SS03, Begin Date 20010809, End Date 20020517	7/31/02 6:47:30 PM 20020731R05.zip

Last, First, Middle Name		SSN	PIN	School Yr
PHABBAPS, SHAWN, EDWARD		243720688		2001
Error#	Severity	Error Message	Detail Information	Error Date Filename
4250	90 - Fatal Extract Record - Extract not stored in database	REC ID 040 RECORD NOT STORED DUE TO POSSIBLE CREATION OF DUPLICATE STUDENT, PLEASE CHECK BOTH NAME AND SSN OR PIN.	Gender M, Classification Type R, Primary District 1, Primary School 5	7/24/02 10:49:05 AM 00210620S06.zip

Last, First, Middle Name		SSN	PIN	School Yr
PHABBAPS, KINDRA, SHEA		245099771		2001
Error#	Severity	Error Message	Detail Information	Error Date Filename
4250	90 - Fatal Extract Record - Extract not stored in database	REC ID 040 RECORD NOT STORED DUE TO POSSIBLE CREATION OF DUPLICATE STUDENT, PLEASE CHECK BOTH NAME AND SSN OR PIN.	n/a	7/24/02 9:57:48 AM 00210620R03.zip



EIS determines possible duplicates by searching for an exact match on SSN or SSN, First Name and Last Name. Be sure to perform your search across all districts.



Some duplicates have to be resolved with another district to determine which district should actually have the student.

School Staff Error Report

Staff Error Report
 School Year: 2001
 District: 200, Decatur County
 School: 20, Decatur County Middle Sch
 Transmission Date: 30-NOV-01

Page: of 1

Last, First, Middle Name	SSN	TLN
..		

[Download Staff Errors](#)

Error#	Severity	Error Message	Detail Information	Error Date Filename
6018	80 - Fatal Field - Field not stored; rest of extract processed	REC ID 062 INVALID DATE OR DATE FORMAT FOR STAFF CURRENT ASSIGNMENT BEGIN DATE. VALUE SENT: 00000000	Current Assignment MD, Current Assignment Begin Date 00000000	11/30/01 20011130r03.zip

Last, First, Middle Name	SSN	TLN	School Yr
	411135276		2001

Error#	Severity	Error Message	Detail Information	Error Date Filename
6052	90 - Fatal Extract Record - Extract not stored in database	REC ID 062 STAFF MEMBER NOT FOUND.	Current Assignment G1, Current Assignment Begin Date 19970613	6/18/02 12:29:12 PM 00110603R07.zip

Last, First, Middle Name	SSN	TLN	School Yr
..	415291396	2881371	2001

Error#	Severity	Error Message	Detail Information	Error Date Filename
6022	90 - Fatal Extract Record - Extract not stored in database	REC ID 063 STAFF MEMBER NOT FOUND	Local Class Number 072601, Staff Begin Date 20010820, Staff End Date 20020531	7/24/02 9:52:06 AM 00210620R05.zip

Last, First, Middle Name	SSN	TLN
..		

Error#	Severity	Error Message	Detail Information	Error Date Filename
6048	90 - Fatal Extract Record - Extract not stored in database	REC ID 063 LOCAL CLASS NUMBER RECORD NOT FOUND. VALUE SENT:	Local Class Number 5TM02, Staff Begin Date 20011102, Staff End Date 20020517	7/31/02 6:45:47 PM 20020731R05.zip
6048	90 - Fatal Extract Record - Extract not stored in database	REC ID 063 LOCAL CLASS NUMBER RECORD NOT FOUND. VALUE SENT:	Local Class Number 7TM02, Staff Begin Date 20011219, Staff End Date 20020517	7/31/02 6:45:50 PM 20020731R05.zip

Last, First, Middle Name	SSN	TLN
MAXWELL, DEBBIE,		

[Download Staff Errors](#)

Error#	Severity	Error Message	Detail Information	Error Date Filename
6055	90 - Fatal Extract Record - Extract not stored in database	REC ID 060 DUPLICATE LICENSE NUMBER IDENTIFIED.	n/a	12/20/01 7:00:03 PM 20011220r01.zip
6052	90 - Fatal Extract Record - Extract not stored in database	REC ID 062 STAFF MEMBER NOT FOUND.	Current Assignment G3, Current Assignment Begin Date 20010809	12/20/01 7:00:11 PM 20011220r01.zip

School Class Error Report

Class Error Report

District: 1, Small County
 School: 5, Athens Junior High School
 Transmission Date: 6/17/02 11:07:19 AM

Local Class No		Course No		
070101				

[Download Class Errors](#)

Error#	Severity	Error Message	Detail Information	Error Date Filename
3063	90 - Fatal Extract Record - Extract not stored in database	REC ID 031 CLASS RECORD FOR CLASS SCHEDULE DOES NOT EXIST.	Local Class Number 070101	6/17/02 11:07:19 AM 00110603R05.zip

Local Class No		Course No		
070102				

Error#	Severity	Error Message	Detail Information	Error Date Filename
3063	90 - Fatal Extract Record - Extract not stored in database	REC ID 031 CLASS RECORD FOR CLASS SCHEDULE DOES NOT EXIST.	Local Class Number 070102	6/17/02 11:07:20 AM 00110603R05.zip

Local Class No		Course No		
HR02				

Error#	Severity	Error Message	Detail Information	Error Date Filename
3058	10 - Warning - Message displayed, may or may not be an error	REC ID 031 RECORD NOT FOUND: RECORD TYPE ASSUMED NEW: VALUE SENT:	Local Class Number HR02	6/18/02 11:44:58 AM 00110618R05.zip
3057	90 - Fatal Extract Record - Extract not stored in database	REC ID 031 RECORD EXISTS: VALUE SENT:	Local Class Number HR02	6/18/02 11:45:00 AM 00110618R05.zip

View Block Approval Error Reports

If the current transmission extracts or the previous transmission extracts contain block approval errors, the extracts are still processed, however a report cannot be approved when block approval errors exist. The Block Approval Error Reports contain all of the errors that must be corrected before the reports can be approved.

To view Block Approval error reports:

1. From the **Menu Navigation Bar**, click **District**.
2. From the **District Search** or **School Search** screen, click on **Block Approval Errors**.
3. From the side navigation on the left-hand side of the screen, select any Block Approval Error Report.

Education Information System

School Student Error Report
District: 1, Small County
School: 5, Athens Junior High School
Block Approval Errors

Page: 1 of 1

Last, First, Middle Name	SSN	PN	School Yr
GABBAROS, JATHAN, P.	406006541		2001

[Download Student Errors](#)

Error#	Severity	Error Message	Detail Information	Error Date / Filename
5707	92 - Approval Blocked - Errors stored that block report approval	STUDENT CANNOT HAVE MULTIPLE ACTIVE PRIMARY SPECIAL EDUCATION OPTIONS	District -1 School Number -5Option Level P, Option Number , Option Begin Date	5/19/02 3:46:32 PM

Last, First, Middle Name	SSN	PN	School Yr
MECH, CAMERON,	412784913		2001

Error#	Severity	Error Message	Detail Information	Error Date / Filename
5707	92 - Approval Blocked - Errors stored that block report approval	STUDENT CANNOT HAVE MULTIPLE ACTIVE PRIMARY SPECIAL EDUCATION OPTIONS	District -1 School Number -5Option Level P, Option Number , Option Begin Date	5/19/02 3:46:32 PM



Block Approval errors exist at the District and School level. These errors can be accessed in the same manner as all other error reports.



Block Approval errors should be checked daily.

Print Error Reports

Error reports can be printed from any error report screen by using the browser's print capability.

To print error reports:

1. From the **Menu Navigation Bar**, click **District** or **School**.
2. From the **District** or **School Search** screen, click on **Error Reports**.
3. Access the desired error report.
4. From the browser menu bar, click on the **Print** icon.



Print icon

EIS Inquiry Objectives



Perform Staff Inquiries



Perform Licensure Inquiries



Perform Student Inquiries



Find Student Problem Enrollment

EIS Information Inquiries

Inquiries can be made on a variety of information within the EIS. Some possible types of information that can be found include Student schedules, School listings by District, Staff Licensure information, and Student enrollment.

Staff Inquiry

Staff inquiry provides the ability to view available information on staff members. It will also provide an individual Staff member's Staff Assignments or Licensure details.

To query for a Staff member:

1. From the **Menu Navigation Bar**, click **Staff**.
2. From the **Staff Search** screen, enter in the desired Staff criteria.

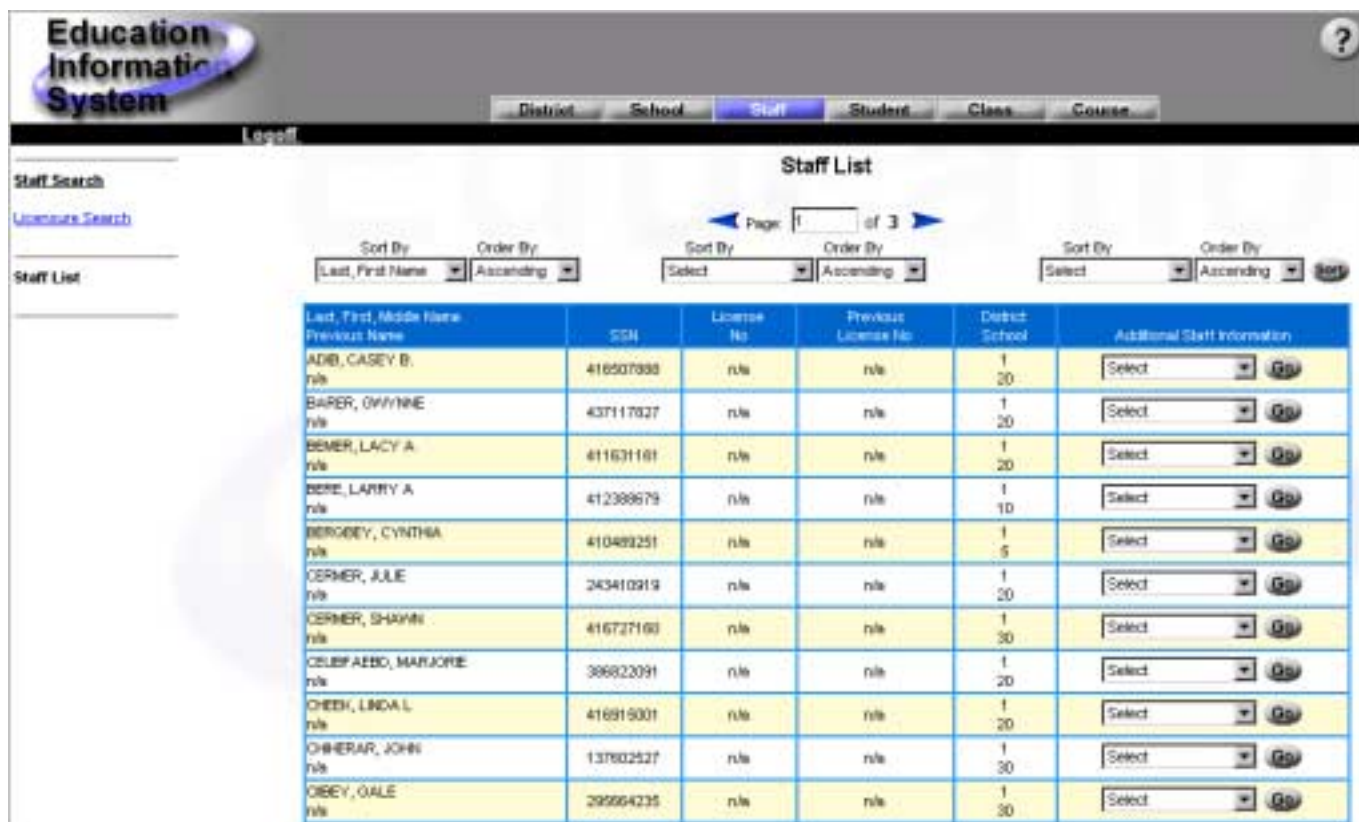
The screenshot shows the 'Education Information System' logo in the top left corner. A navigation bar at the top contains tabs for 'District', 'School', 'Staff', 'Student', 'Class', and 'Course', with 'Staff' currently selected. Below the navigation bar is a 'Logout' link. The main area is titled 'Staff Search' and contains a list of search criteria on the left and corresponding input fields on the right. The criteria and their current values are: School Year* (2008), District No. (empty), School No. (empty), Status (Active), SSN (empty), License No. (empty), Previous License No. (empty), First Name (empty), Middle Name (empty), Last Name (empty), Previous Last Name (empty), Ethnic Origin (Any Ethnicity), Gender (Any), Date Of Birth (empty), Sort By (Last Name, First Name), And By (Select), and And By (Select). At the bottom right, there are three 'Ascending' dropdown menus and a 'Go' button.

Search Criteria	Input Field
School Year*	2008
District No.	
School No.	
Status	Active
SSN	
License No.	
Previous License No.	
First Name	
Middle Name	
Last Name	
Previous Last Name	
Ethnic Origin	Any Ethnicity
Gender	Any
Date Of Birth	
Sort By	Last Name, First Name
And By	Select
And By	Select

Ascending Ascending Ascending

Go

3. Click **Go**.



Education Information System

Logout

District School **Staff** Student Class Course

Staff List

Page 1 of 3

Sort By: Last, First Name Order By: Ascending

Sort By: Select Order By: Ascending

Sort By: Select Order By: Ascending

Last, First, Middle Name Previous Name	SSN	License No.	Previous License No.	District School	Additional Staff Information
ADIB, CASEY B. n/a	416507999	n/a	n/a	1 20	Select Go
BAPER, GWYNNE n/a	437117927	n/a	n/a	1 20	Select Go
BEMER, LACY A. n/a	411631161	n/a	n/a	1 20	Select Go
BERE, LARRY A. n/a	412399679	n/a	n/a	1 10	Select Go
BERGDEY, CYNTHIA n/a	410493251	n/a	n/a	1 5	Select Go
CERMER, JULIE n/a	243410919	n/a	n/a	1 20	Select Go
CERMER, SHAWN n/a	416727160	n/a	n/a	1 30	Select Go
CELEFAEBO, MARJORIE n/a	396822091	n/a	n/a	1 20	Select Go
CREEK, LINDA L. n/a	416919001	n/a	n/a	1 20	Select Go
CHIERAR, JOHN n/a	137902527	n/a	n/a	1 30	Select Go
OBEY, GALE n/a	299964235	n/a	n/a	1 30	Select Go

To query for Staff Assignments:

1. From the **Menu Navigation Bar**, click **Staff**.
2. From the **Staff** screen, query for Staff.
3. From the **Staff List** screen, click on the **Additional Staff Information** drop down list box.



Education Information System

Logout

District School **Staff** Student Class Course

Staff List

Page 1 of 3

Sort By: Last, First Name Order By: Ascending

Sort By: Select Order By: Ascending


Sort By: Select Order By: Ascending

Last, First, Middle Name Previous Name	SSN	License No.	Previous License No.	District School	Additional Staff Information
ADIB, CASEY B. n/a	416507999	n/a	n/a	1 20	Select Go
BAPER, GWYNNE n/a	437117927	n/a	n/a	1 20	Select Go
BEMER, LACY A. n/a	411631161	n/a	n/a	1 20	Select Go

4. Select **Staff Assignments**.

Additional Staff Information
Drop Down

5. Click **Go**.


?

District
School
Staff
Student
Class
Course

Logout

[Staff Search](#)
[License Search](#)

 Current Staff Options:
 Staff Assignments
[License Details](#)

Staff Assignments

School Year

Last, First, Middle Name	Ethnicity	Gender	SSN	TUN	District School	Status
	W	F			25	F

Current Assignments		
District School	Assignment	Assignment Dates
25	08 - Grade 8	8/20/01 - n/a
25	SG - Grades 9-12	8/20/01 - n/a

*Click the Local Class No or Course No to view details

District School	Assignment Dates	Class Dates	Course	Class	Period Duration					
					Mon	Tue	Wed	Thu	Fri	Sat
25	8/20/01 - 5/31/02	8/20/01 - 5/31/02	*006	*006004	1 - 75	1 - 75	1 - 75	1 - 75	1 - 75	0 - 0
25	8/20/01 - 5/31/02	8/20/01 - 5/31/02	*006	*006005	4 - 79	4 - 79	4 - 79	4 - 79	4 - 79	0 - 0

Licensure Inquiry

Licensure inquiry provides the ability to view Licensure details. The Licensure information will be reloaded each business day to insure accurate and current information.

To query Staff Licensure information:

1. From the **Menu Navigation Bar**, click **Staff**.
2. From the **Staff Search** screen, click on **Licensure Search**.



The screenshot shows the 'Education Information System' interface. At the top, there is a navigation bar with tabs for 'District', 'School', 'Staff', 'Student', 'Class', and 'Course'. The 'Staff' tab is selected. Below the navigation bar, there is a 'Logout' link. On the left side, there is a 'Staff Search' section with a 'Licensure Search' link. The main area is titled 'Licensure Search' and contains a search form. The form has a 'TUNSSN' field, a 'Sort By' dropdown menu, and an 'And By' dropdown menu. The 'Sort By' dropdown is set to 'Ascending' and the 'And By' dropdown is also set to 'Ascending'. There is a 'Go' button at the bottom of the form.

3. From the **Licensure Search** screen, enter in the desired Licensure criteria.



This screenshot is identical to the previous one, but with the search criteria entered. The 'TUNSSN' field now contains the value '416507388'. The 'Sort By' and 'And By' dropdown menus remain set to 'Ascending'. The 'Go' button is still at the bottom of the form.

4. Click **Go**.

The screenshot shows the 'Education Information System' interface. At the top, there is a navigation bar with tabs for District, School, Staff, Student, Class, and Course. The 'Staff' tab is selected. Below the navigation bar, there is a 'Logout' link. On the left side, there is a sidebar with links for Staff Search, Licensure Search, and Licensure List. The main content area is titled 'Licensure List' and contains a table of available teachers. A message above the table states: 'To view staff licensure details, click on the personnel name.' The table has columns for Name, SSN, License Number, and Sex. The first row shows a teacher named 'CRITCHES' with a blank SSN, a blank License Number, and a Sex of 'Female'.

Available Teachers			
Name	SSN	License Number	Sex
CRITCHES			Female

5. From the **Licensure List** screen, click on any name to view **Staff Licensure** details.

The screenshot shows the 'Education Information System' interface. At the top, there is a navigation bar with tabs for District, School, Staff, Student, Class, and Course. The 'Staff' tab is selected. Below the navigation bar, there is a 'Logout' link. On the left side, there is a sidebar with links for Staff Search, Licensure Search, Staff Assignments, and Staff Licensure Details. The main content area is titled 'Staff Licensure Details' and contains two tables. The first table is titled 'General' and has columns for Name, SSN, License Number, Experience (in Yrs), Education Level, Date Acquired, and Sex. The second table is titled 'Licenses & Endorsements' and has columns for Description, Type, Date Issued, Expiration Date, Renewal Date, and Num. of Renewals. The first row of the second table shows 'English (7)' with a Type of '02', a Date Issued of 'n/a', an Expiration Date of '03/1/01', a Renewal Date of 'n/a', and a Num. of Renewals of 'n/a'. The second row shows 'General Science (14)' and the third row shows 'Instr Music K-12 (429)'. Both of these rows have a Type of '02' and a Date Issued of 'n/a'.

General						
Name	SSN	License Number	Experience (in Yrs)	Education Level	Date Acquired	Sex
			n/a	n/a	n/a	n/a

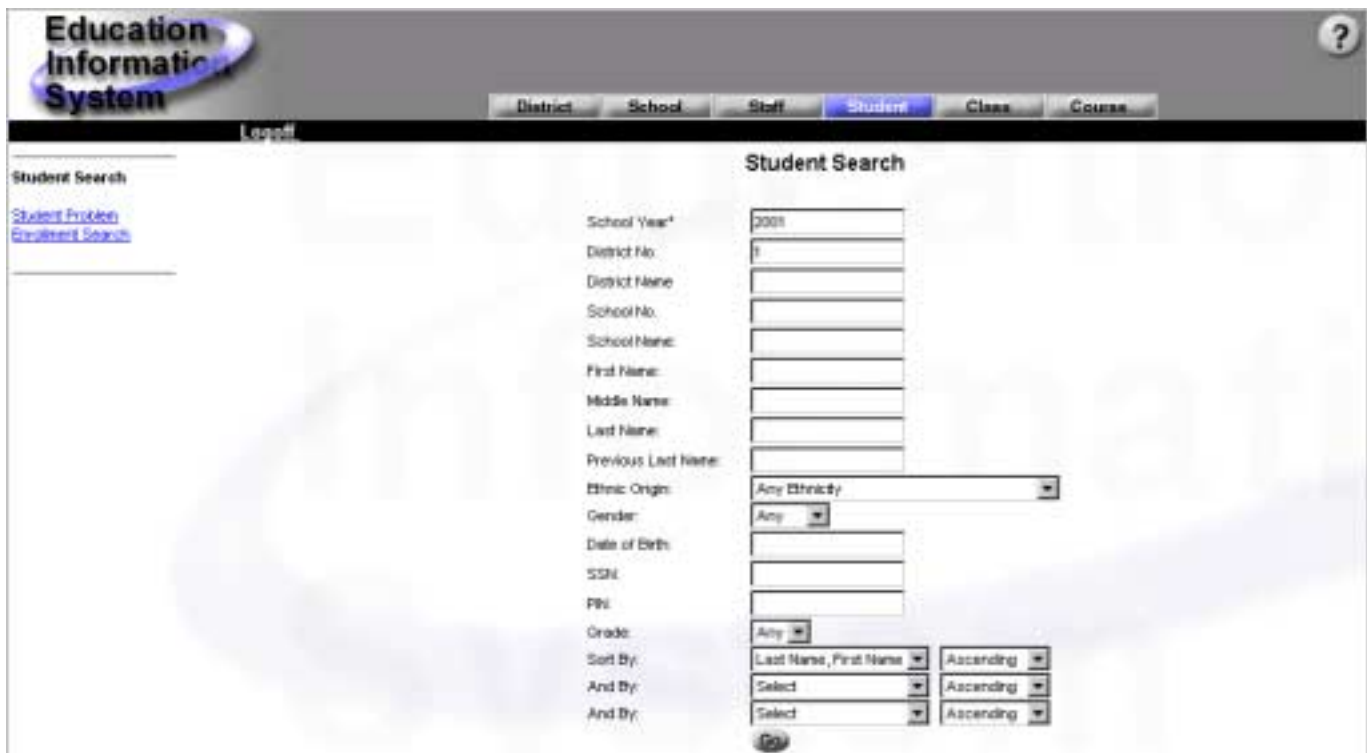
Licenses & Endorsements					
Description	Type	Date Issued	Expiration Date	Renewal Date	Num. of Renewals
English (7)	02	n/a	03/1/01	n/a	n/a
General Science (14)	02	n/a			
Instr Music K-12 (429)	02	n/a			

Student Inquiry

Student inquiry provides the ability to view all information relevant to an individual Student. Student information available includes student details, special education information, daily attendance, class schedule, disciplinary actions, etc.

To query Student information:

1. From the **Menu Navigation Bar**, click **Student**.
2. From the **Student Search** screen, enter in the desired Student criteria.



The screenshot shows the 'Education Information System' interface. At the top, there is a navigation bar with tabs for 'District', 'School', 'Staff', 'Student' (which is highlighted), 'Class', and 'Course'. Below the navigation bar, the 'Student Search' screen is displayed. On the left side of the screen, there is a sidebar with links for 'Student Search', 'Student Profile', and 'Enrollment Search'. The main area of the screen contains a search form with the following fields and options:

- School Year*: 2001
- District No.: 1
- District Name:
- School No.:
- School Name:
- First Name:
- Middle Name:
- Last Name:
- Previous Last Name:
- Ethnic Origin: Any Ethnicity
- Gender: Any
- Date of Birth:
- SSN:
- PIN:
- Grade: Any
- Sort By: Last Name, First Name
- And By: Select
- And By: Select
- Ascending
- Ascending
- Ascending

A 'Go' button is located at the bottom right of the search form.

3. Click **Go**.

Education Information System

Logout

Student Search

Student Problem

Enrollment Search

Student List

Page 2 of 44

Sort By: Last, First Name | Order By: Ascending

Sort By: Select | Order By: Ascending

Sort By: Select | Order By: Ascending

Last, First Middle Name Previous Last Name	SSN PIN	DOB	Ethnicity Gender	Gr	District School	Enrollment Withdraw	Additional Student Information
BARGERFEDT, DUSTIN BROWN n/a	411845498 n/a	6/14/87	W M	n/a	1 5	8/20/01 - E n/a	Select Go
BARTIR, HADEN ANDREW n/a	416968052 n/a	7/7/93	W M	n/a	1 10	8/20/01 - E 11/12/01 - 6	Select Go
BASA, CHRISTOPHER TAYLOR n/a	518743421 n/a	3/15/89	W M	n/a	1 5	8/20/01 - E n/a	Select Go
BATTIE, JACOB WILLIAM n/a	414032205 n/a	1/4/96	W M	n/a	1 20	8/20/01 - E 1/17/02 - 3	Select Go
BATTIE, TAMARAH n/a	412991609 n/a	11/30/93	W F	n/a	1 20	8/20/01 - E n/a	Select Go

To view Student information:

1. From the **Menu Navigation Bar**, click **Student**.
2. From the **Student Search** screen, query for a Student.
3. From the **Student List** screen, select any criteria from under **Additional Student Information**.

Education Information System

Logout

Student Search

Student Problem

Enrollment Search

Student List

Page 1 of 1

Sort By: Last, First Name | Order By: Ascending

Sort By: Select | Order By: Ascending

Sort By: Select | Order By: Ascending

Last, First Middle Name Previous Last Name	SSN PIN	DOB	Ethnicity Gender	Gr	District School	Enrollment Withdraw	Additional Student Information
BARGERFEDT, DUSTIN BROWN n/a	411845498 n/a	6/14/87	W M	n/a	1 5	8/20/01 - E n/a	Select Student Details Special Education Info Daily Attendance Class Schedule Disciplinary Actions Enrollment Info Enrollment History Previous ID Info

4. Click **Go**.



Any criteria available from the Additional Student Information drop down list box may be viewed from this screen.



An example of the output received from each selection is listed on the subsequent pages.

Student Details Example

Education Information System

Logoff

District School Staff **Student** Class Course

Student Details

School Year 2000

Names:		Previous Last Name:	N/A
SSN:		PI:	N/A
DOB:	1/20/90		
Gender:	F	Ethnic Origin:	American Indian or Alaskan Native
Grade:	N/A	Type Of Service:	P
District:	190 DAVIDSON COUNTY	School:	435 MEXOS MAGNET
Enrollment Date:	8/16/00	Enrollment Code:	2
Withdraw Date:	N/A	Withdraw Code:	N/A
Primary District:	190 DAVIDSON COUNTY	Primary School:	435 MEXOS MAGNET

Student Search
Student Problem
Enrollment Search

Current Student Options:

Student Details
Special Ed. Info.
Daily Attendance
Class Schedule
Disciplinary Actions
Enrollment Info
Enrollment History
Previous Identification Info.

Student Special Education Example

Education Information System

Logoff

District School Staff **Student** Class Course

Student Special Education Information

School Year	Name	SSN PI	DOB	Ethnicity Gender	Grade	District School
2000		n/a	1/20/90	I P	n/a	190 435


Enrollment Period	Begin Date	End Date No	Special Ed Level	Option Number
8/16/00 - n/a	8/21/00	n/a	P	3
8/16/00 - n/a	8/16/00	n/a	S	2

Student Search
Student Problem
Enrollment Search

Current Student Options:

Student Details
Special Ed. Info.
Daily Attendance
Class Schedule
Disciplinary Actions
Enrollment Info
Enrollment History
Previous Identification Info.

Student Daily Attendance


?

[District](#)
[School](#)
[Staff](#)
[Students](#)
[Class](#)
[Course](#)

[Logout](#)

[Student Search](#)
[Student Problem](#)
[Enrollment Search](#)

Current Student Options:

[Student Details](#)
[Special Ed. Info.](#)
[Daily Attendance](#)
[Class Schedule](#)
[Disciplinary Actions](#)
[Enrollment Info](#)
[Enrollment History](#)
[Previous Identification Info.](#)

Student Daily Attendance

School Year	Name	SSN PIN	DOB	Ethnicity Gender	Grade	District School
2000		n/a	1/20/90	I F	n/a	190 485

Enrollment	Withdraw	POS	Pr Out School
8/16/00 - E	n/a - n/a	P	190/485

Report 1 8/16/00 - 9/19/00

Date	Attendance	Date	Attendance
8/22/00 (Tuesday)	T	8/28/00 (Monday)	T
8/24/00 (Thursday)	T	8/29/00 (Tuesday)	T

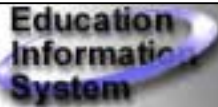
Report 2 9/20/00 - 10/13/00

Date	Attendance	Date	Attendance
9/25/00 (Monday)	A	10/5/00 (Thursday)	A
9/26/00 (Tuesday)	A	10/9/00 (Monday)	A
9/27/00 (Wednesday)	A	10/10/00 (Tuesday)	A
9/28/00 (Thursday)	A	10/11/00 (Wednesday)	A
10/2/00 (Monday)	A	10/12/00 (Thursday)	A
10/3/00 (Tuesday)	A	10/16/00 (Monday)	A
10/4/00 (Wednesday)	A		

Report 3 10/20/00 - 11/15/00

Report 4 11/6/00 - 12/19/00

Student Class Schedule Example


?

[District](#)
[School](#)
[Staff](#)
[Students](#)
[Class](#)
[Course](#)

[Logout](#)

[Student Search](#)
[Student Problem](#)
[Enrollment Search](#)

Current Student Options:

[Student Details](#)
[Special Ed. Info.](#)
[Daily Attendance](#)
[Class Schedule](#)
[Disciplinary Actions](#)
[Enrollment Info](#)
[Enrollment History](#)
[Previous Identification Info.](#)

Student Class Schedule

*Click the Local Class No or Course No to view details:

School Year	Name	SSN PIN	DOB	Ethnicity Gender	Grade	District School
2000		n/a	1/20/90	I F	n/a	190 485

Enrollment Period	Class Dates	Course No	Local Class No	Period Duration							Outside SP_V/E	Class Type
				Mon	Tue	Wed	Thu	Fri	Sat			
8/16/00 - n/a	8/21/00 - 1/1/9999	*507	*50701	4 - 60	4 - 60	4 - 60	4 - 60	4 - 60	0 - 0	n/a	T	
8/16/00 - n/a	8/21/00 - 1/1/9999	*519	*51901	3 - 60	3 - 60	3 - 60	3 - 60	3 - 60	0 - 0	n/a	T	
8/16/00 - n/a	8/21/00 - 1/1/9999	*525	*52501	5 - 60	5 - 60	5 - 60	5 - 60	5 - 60	0 - 0	n/a	T	
8/16/00 - n/a	8/21/00 - 1/1/9999	*540	*54001	5 - 60	5 - 60	5 - 60	5 - 60	5 - 60	0 - 0	n/a	T	

Student Disciplinary Actions Example

Education Information System ?

District School Staff **Student** Class Course

Logout

Student Search

[Student Profiles](#)
[Enrollment Search](#)

Current Student Options:

[Student Details](#)
[Special Ed. Info.](#)
[Daily Attendance](#)
[Class Schedule](#)

Disciplinary Actions

[Enrollment Info](#)
[Enrollment History](#)
[Previous Identification Info.](#)

Student Disciplinary Actions

School Year	Name	SSN / PIN	DOB	Ethnicity / Gender	Grade	District / School
2000		n/a	1/00/90	I / F		190 / 485

Enrollment Period	Begin Date	End Date	Offense Date	Disciplinary Type	Disciplinary Reason
8/15/00 - n/a	2/00/01	n/a	2/12/01	E	Possession, Use of Drugs
8/15/00 - n/a	2/13/01	2/03/01	2/12/01	S	Possession, Use of Drugs

Student Enrollment Info Example

Education Information System ?

District School Staff **Student** Class Course

Logout

Student Search

[Student Profiles](#)
[Enrollment Search](#)

Current Student Options:

[Student Details](#)
[Special Ed. Info.](#)
[Daily Attendance](#)
[Class Schedule](#)
[Disciplinary Actions](#)

Enrollment Info

[Enrollment History](#)
[Previous Identification Info.](#)

Student Enrollment Info

School Year	Name	SSN / PIN	DOB	Ethnicity / Gender	Grade	District / School
2000		n/a	1/00/90	I / F	n/a	190 / 485

Enrollment	Withdraw	TOS	Prd Cnt / School
8/15/00 - E	n/a - n/a	F	190/485

Instructional Grade	Student Classification
	8/23/00 - 1/1/0000 - R

Bus Usage Date - AM / PM / Miss / Bus	Funding Eligibility

Student Standard Day
8/01/00 - 360

Completion Document

Student Enrollment History Example

Education Information System ?

District School Staff **Students** Class Course

Logout

Student Enrollment History

School Year	Name	SSN PIN	DOB	Ethnicity Gender	Grade	District School
2000		n/a	1/20/00	M F	05	190 495

Current Student Options:

Student Details
[Special Ed. Info.](#)
[Daily Attendance](#)
[Class Schedule](#)
[Disciplinary Actions](#)
[Enrollment Info](#)
Enrollment History
[Previous Identification Info.](#)

Year	District	School	Enrollment	Withdraw	100%	Pre-DisSch
2000	190 - DAVIDSON COUNTY	405 - MOOG MAGNET	9/15/00 - E	n/a - n/a	P	190485

Student Previous Identification Info Example

Education Information System ?

District School Staff **Students** Class Course

Logout

Student Previous Identification

School Year	Name	SSN PIN	DOB	Ethnicity Gender	Grade	District School
2000		n/a	1/20/00	M F	05	190 495

Previous Last Name	Previous First Name	Previous Middle Name	Previous SSN PIN
n/a	n/a	n/a	n/a n/a

Current Student Options:

Student Details
[Special Ed. Info.](#)
[Daily Attendance](#)
[Class Schedule](#)
[Disciplinary Actions](#)
[Enrollment Info](#)
[Enrollment History](#)
Previous Identification Info.

Student Searching Tips

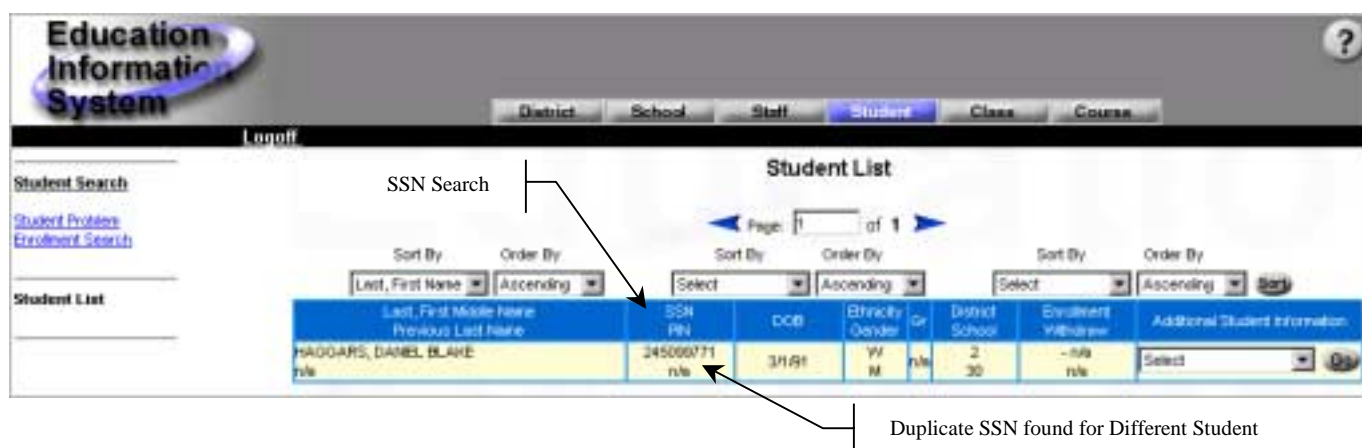
When enrolling a student, use the following tips for your search:

1. To search across all districts in the state, remove your **District No.**
2. First, search for student by **SSN** only. Do not include any other fields in this search.
3. Second, search for student by **Last Name**, or by **Last Name** and a portion of **First Name**. (For students with more common last names, including a portion of the first name will narrow your results.)

Example:

The student is, “Phabbaps, Kindra, Shea” with SSN “24509771.”

1. Perform **Student Search** for SSN, “24509771”. (In order to search across the districts, do not forget to remove your district number when searching.)



SSN Search

Student List

Page: 1 of 1

Last, First Middle Name Previous Last Name	SSN PIN	DOB	Ethnicity Gender	Gr	District School	Enrollment Withdraw	Additional Student Information
HAGGARS, DANIEL BLAKE	24509771	3/1/91	W M	n/a	2 30	- n/a	Select

Duplicate SSN found for Different Student

2. Perform **Student Search** for Last Name, “Phabbaps”



Last Name Search

Student List

Page: 1 of 1

Last, First Middle Name Previous Last Name	SSN PIN	DOB	Ethnicity Gender	Gr	District School	Enrollment Withdraw	Additional Student Information
PHABBAPS, KINDRA SHEA	245071806	7/15/89	W M	n/a	1 5	8/20/01 - E	Select
PHABBAPS, SHAWN EDWARD	242609477	11/17/87	W M	n/a	1 5	8/20/01 - E	Select
PHABBAPS, SHAWN EDWARD	242103725	11/17/87	W M	n/a	2 5	- n/a	Select

Student Problem Enrollment

The Student Problem Enrollment search identifies all students that have a problem with their enrollment.

To view Student Problem Enrollment:

1. From the **Menu Navigation Bar**, click **Student**.
2. From the **Student Search** screen, click on **Student Problem Enrollment Search**.

The screenshot shows the 'Education Information System' logo in the top left corner. A navigation bar at the top contains tabs for 'District', 'School', 'Staff', 'Student' (which is highlighted), 'Class', and 'Course'. Below the navigation bar, the page title 'Student Problem Enrollment Search' is centered. On the left side, there is a sidebar with a link to 'Student Search' and a section titled 'Student Problem Enrollment Search'. The main area contains a search form with the following fields: 'School Year*' (with '0001' entered), 'District No.' (with '1' entered), 'District Name', 'School No.', 'School Name', 'First Name', 'Middle Name', 'Last Name', 'Ethnic Origin' (a dropdown menu showing 'Any Ethnicity'), 'Gender' (a dropdown menu showing 'Any'), 'Date of Birth', 'SSN', 'PIN', 'Grade' (a dropdown menu showing 'Any'), 'Sort By' (a dropdown menu showing 'Last, First Name'), and 'And By' (a dropdown menu showing 'Select'). There are also two 'Ascending' dropdown menus for sorting. A 'Go' button is located at the bottom of the form.

3. From the **Student Problem Enrollment Search** screen, enter in the desired Student criteria.
4. Click **Go**.

Education Information System

Logoff

District School Staff **Student** Class Course

[Student Search](#)

[Student Problem Enrollment Search](#)

[Problem Enrollment List](#)

Student Problem Enrollment List

Page 1 of 1

Sort By: Last, First Name Order By: Ascending

And By: Select Order By: Ascending

Last, First, Middle Name		SSN	
EDWARDS, KATHERINE, LIGH		414967222	

District No School No	PIN	TOS	Enrollment Date Reason	Withdrawal Date Reason	Pri Dist Sch	Additional Student Info
1 20	n/a	P	8/20/01 E	n/a n/a	1 20	Select Go

STUDENT CANNOT HAVE MULTIPLE ACTIVE PRIMARY SPECIAL EDUCATION OPTIONS

District -1 School Number -20Option Level P, Option Number , Option Begin Date

Last, First, Middle Name		SSN	
MIRGER, AMY, EILEEN		409910519	

District No School No	PIN	TOS	Enrollment Date Reason	Withdrawal Date Reason	Pri Dist Sch	Additional Student Info
1 30	n/a	P	8/20/01 TR	n/a n/a	1 30	Select Go

STUDENT CANNOT HAVE MULTIPLE ACTIVE PRIMARY SPECIAL EDUCATION OPTIONS

District -1 School Number -30Option Level P, Option Number , Option Begin Date

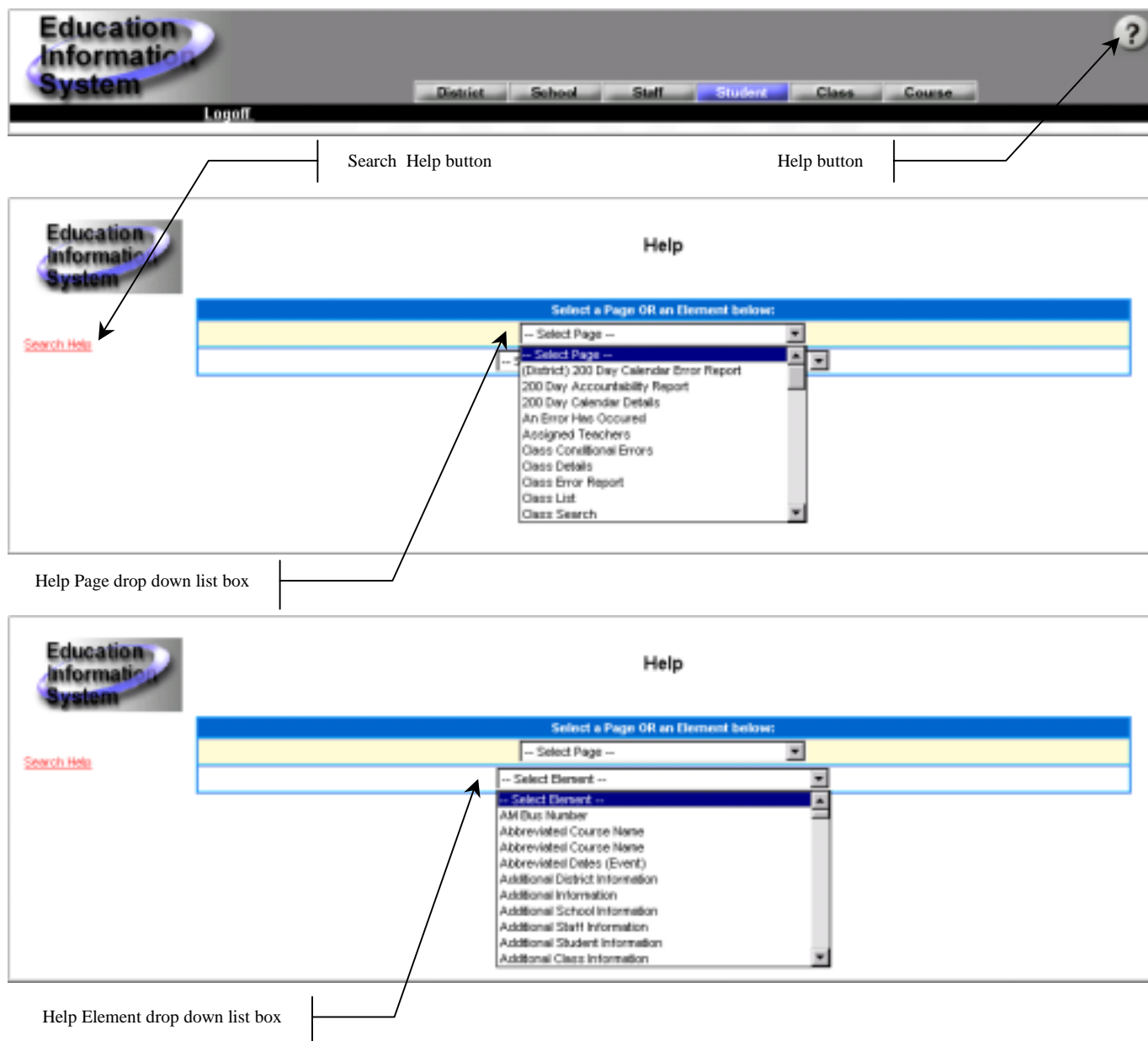
District No School No	PIN	TOS	Enrollment Date Reason	Withdrawal Date Reason	Pri Dist Sch	Additional Student Info
1 25	n/a	P	8/20/01 E	8/20/01 4	1 25	Select Go

STUDENT CANNOT HAVE MULTIPLE ACTIVE PRIMARY SPECIAL EDUCATION OPTIONS

District -1 School Number -25Option Level P, Option Number , Option Begin Date

Access Online Help

Online help is available from any screen within EIS. The Help feature is context sensitive. For example, if Help is accessed on the District screen, the Help screen will display all help information for District element names and a description. The Search Index provides the capability of searching individual pages or elements.



To access online help:

1. From any screen, click on the Help button. The Help screen will display all information for the current screen.
1. To select a new Help screen, click on the Search Help button and select an item from **Page** or **Element**.
2. When finished with the Help screen, close the browser window.

Appendix

Practical Exercises



School Practical Exercises



Staff & Licensure Practical Exercises



Student Practical Exercises



Class Practical Exercises



Course Practical Exercises



Help Practical Exercises

School Practical Exercises

Exercise 1 Results:

Search for North City Elementary, District 2, School No 25.



Education Information System

Logoff

District School Staff Student Class Course

School Search

School List

School List

District 2, Big County

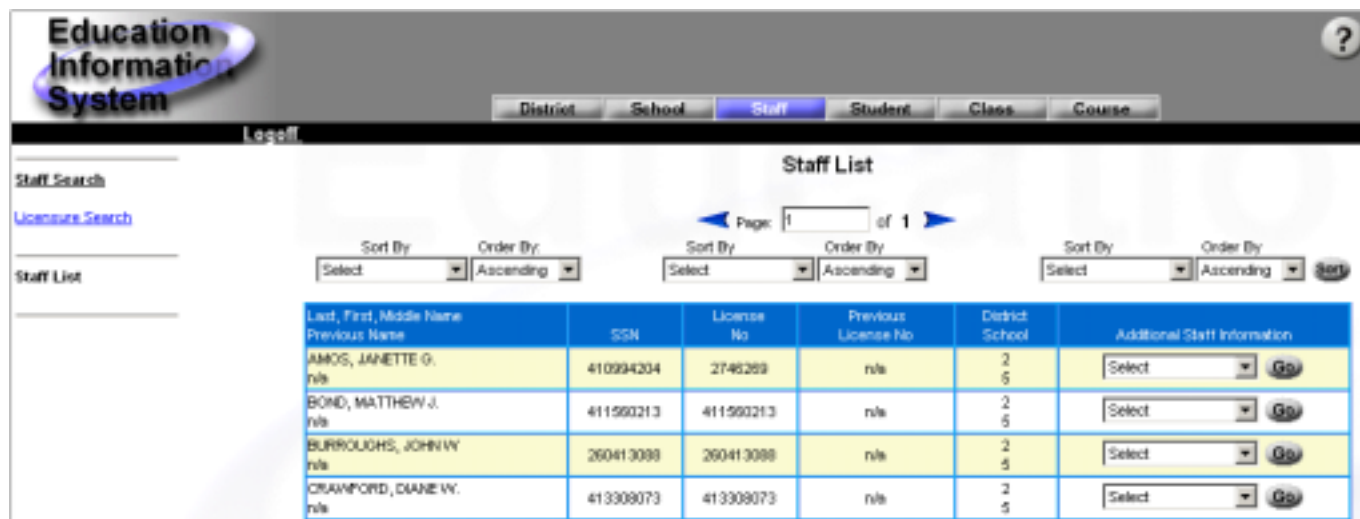
Page: 1 of 1

Sort By: District No, School No Order By: Ascending

Status	District No School No	Name	Additional School Information
A	2 25	North City Elementary	Select Go

Exercise 2 Results:

Search for Athens Junior High School, District 2, School No 5. Display the Staff List for the school.



Education Information System

Logoff

District School Staff Student Class Course

Staff Search

License Search

Staff List

Staff List

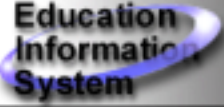
Page: 1 of 1

Sort By: Select Order By: Ascending

Last, First, Middle Name Previous Name	SSN	License No	Previous License No	District School	Additional Staff Information
AMOS, JANETTE G. n/a	410994204	2746269	n/a	2 5	Select Go
BOND, MATTHEW J. n/a	411560213	411560213	n/a	2 5	Select Go
BURROUGHS, JOHNNY n/a	260413098	260413098	n/a	2 5	Select Go
CRANFORD, DIANE W. n/a	413308073	413308073	n/a	2 5	Select Go

Exercise 3 Results:

Search for Athens Junior High School, District 2, School No 5. Display the School Calendar Details.



[District](#) **[School](#)** [Staff](#) [Student](#) [Class](#) [Course](#)

Logout

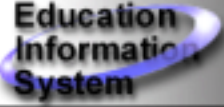
School Search

School Calendar List

School Calendar (Instructional Program) List

School Year: 2001
District: 2 Big County
School: 5 Athens Junior High School

District Calendar No	District Stockpile			School Inst Program No	Inst Calendar	School Stockpile		Student Day (Min)	Teacher Day (Min)	
	Y/N	Inclement Weather	Prof Dev			Y/N	Prof Dev			
1	Y	0	13	1	T	N	0	420	450	Details



[District](#) **[School](#)** [Staff](#) [Student](#) [Class](#) [Course](#)

Logout

School Search

School Calendar List

School Calendar Detail

School Calendar (Instructional Program) Details

School Year: 2001
District: 2, Big County
School: 5, Athens Junior High School

District Calendar No	District Stockpile			School Inst Program No	Inst Calendar	School Stockpile		Student Day (Min)	Teacher Day (Min)
	Y/N	Inclement Weather	Prof Dev			Y/N	Prof Dev		
1	Y	0	13	1	T	N	0	420	450

Report Periods

Period No	Begin Date	End Date	No. Days
1	8/20/01	9/17/01	20
2	9/18/01	10/16/01	20
3	10/19/01	11/16/01	20
4	11/19/01	12/16/01	20
5	12/19/01	1/23/02	20
6	1/23/02	2/28/02	20
7	3/1/02	4/4/02	20
8	4/5/02	5/2/02	20
9	5/3/02	5/31/02	20
Total Days - 180			
Calendar Days			

Exercise 4 Results:

Search for Athens Junior High School, District 2, School No 5. Display the Classes.

Education Information System

Logoff

District School Staff Student **Class** Course

Class List
School Year: 2001

Page: 1 of 4

Sort By: District No, School No Order By: Ascending Select Sort By: Ascending Start

Dist Sch	Svc Det Sch	Local Class No	Class Type Teach Method	Begin Date End Date	Teacher Name TLN	Course Code	Program Area VEPC	Additional Class Information
2 5	2 5	070101	T T	8/20/01 5/31/02	HOUSLEY, NANCY O. 2759761	701	Regular n/a	Select Go
2 5	2 5	070102	T T	8/20/01 5/31/02	HOUSLEY, NANCY O. 2759761	701	Regular n/a	Select Go
2 5	2 5	070103	T T	8/20/01 5/31/02	HOUSLEY, NANCY O. 2759761	701	Regular n/a	Select Go
2 5	2 5	070104	T T	8/20/01 5/31/02	HOUSLEY, NANCY O. 2759761	701	Regular n/a	Select Go
2 5	2 5	070105	T T	8/20/01 5/31/02	HOUSLEY, NANCY O. 2759761	701	Regular n/a	Select Go
2 5	2 5	070106	T T	8/20/01 5/31/02	DICK, STEPHEN W 416374132	701	Regular n/a	Select Go
2 5	2 5	0701R01	T T	8/20/01 5/31/02	RILEY, DEBORAH J 232274478	701	Regular n/a	Select Go
2 5	2 5	0701R02	T T	8/20/01 5/31/02	TROTTER, JOYCE T 2813424	701	Regular n/a	Select Go
2 5	2 5	070801	T T	8/20/01 5/31/02	MCCAMISH, JOHN C 2801310	708	Regular n/a	Select Go

Exercise 5 Results:

Search for Athens Junior High School, District 2, School No 5. Display the Student List.

Education Information System

Logoff

District School Staff **Student** Class Course

Student List

Page: 1 of 15

Sort By: Last, First Name Order By: Ascending Select Sort By: Ascending Select Sort By: Ascending Start

Last, First Middle Name Previous Last Name	SSN PIN	DOB	Ethnicity Gender	Or	District School	Enrollment Withdraw	Additional Student Information
AFKENATSON, ANASTASIA SAMANTHA n/a	619615406 n/a	12/13/03	W F n/a	2 5	8/20/01 - TR n/a	Select Go	
ARMER, JEFFREY WILLIAM n/a	414899648 n/a	2/16/87	W M n/a	2 5	8/20/01 - E n/a	Select Go	
AWEMITL, MAYUMI n/a	540562046 n/a	9/19/94	A F n/a	2 5	8/20/01 - E n/a	Select Go	
BABBEY, TRACY MARIE n/a	209029593 n/a	10/6/87	W F n/a	2 5	8/20/01 - E n/a	Select Go	
BARGERFEST, DUSTIN BROWN n/a	412917962 n/a	6/14/87	W M n/a	2 5	8/20/01 - E 8/20/01 - 3	Select Go	
BASA, CHRISTOPHER TAYLOR n/a	611900844 n/a	2/15/89	W M n/a	2 5	- n/a n/a	Select Go	
BEDFORD, DAVE R. n/a	415882943 n/a	5/10/88	W M n/a	2 5	8/20/01 - E n/a	Select Go	
BEFTVACH, NICHOLAS JAMES n/a	644931953 n/a	1/21/87	W M n/a	2 5	- n/a n/a	Select Go	
BENEY, CARRIE CLARK n/a	412018219 n/a	1/6/87	W F n/a	2 5	- n/a n/a	Select Go	
BENO, KERI M. n/a	411999592 n/a	2/5/80	B F n/a	2 5	8/20/01 - E n/a	Select Go	

Staff Practical Exercises

Exercise 1 Results:

Search for Bonita Kriss in District 2. Display Staff Assignments.

The screenshot shows the 'Education Information System' interface. At the top, there's a navigation bar with tabs: District, School, Staff (selected), Student, Class, and Course. Below the navigation bar, there's a 'Logout' link. On the left side, there's a sidebar with links: Staff Search, License Search, Current Staff Options, Staff Assignments, and License Details. The main content area is titled 'Staff Assignments'. It features a 'School Year' dropdown set to '2001' and a 'Go' button. Below this is a table with staff information:

Last, First, Middle Name	Ethnicity Gender	SSN	TLN	District School	Status
	W F			2 25	F

Below the staff table, there's a note: '*Click the Local Class No or Course No to view details'. This is followed by a 'Class Assignments' table:

District School	Assignment Dates	Class Dates	Course	Class	Period Duration						
					Mon	Tue	Wed	Thu	Fri	Sat	
2 25	8/00/01 - 5/01/02	8/00/01 - 5/01/02	*9625	*B401	1 - 10	1 - 10	1 - 10	1 - 10	1 - 10	0 - 0	
2 25	8/00/01 - 5/01/02	8/00/01 - 5/01/02	*903	*C401	1 - 410	1 - 410	1 - 410	1 - 410	1 - 410	0 - 0	

Exercise 2 Results:

Display the details for one of Bonita Kriss' courses.

The screenshot shows the 'Education Information System' interface with the 'Course' tab selected. The main content area is titled 'Course Details'. It displays the following information:

School Year: 2000

Course Code:	9625	VEPC:	n/a
Course Name:	Honors	Category:	ELM
Abbreviated Name:	HRM	Classification:	ESA
Exclude Prelim Report:	Y		

Student Practical Exercises

Exercise 1 Results:

Display the Student Details for “Joseph Besure”.

The screenshot shows the 'Education Information System' interface. At the top, there are tabs for District, School, Staff, Student (selected), Class, and Course. Below the tabs, the 'Student Details' page is displayed for 'Joseph Besure'. The page includes a sidebar with links for Student Search, Student Problem, Enrollment Search, Current Student Options, Student Details, Special Ed. Info., Daily Attendance, and Class Schedule. The main content area shows a table of student details for School Year 2001.

School Year 2001			
Name:	BESURE, JOSEPH	Previous Last Name:	N/A
SSN:	412138478	PIB:	N/A
DOB:	2/6/95	English Language Background:	E - English Native (EN)
Gender:	M	Ethnic Origin:	White
Grade:	N/A	Type Of Service:	P
District:	2 Big County	School:	20 Ingleside Elementary
Enrollment Date:	8/20/01	Enrollment Code:	E
Withdraw Date:	N/A	Withdraw Code:	N/A
Primary District:	2 Big County	Primary School:	20 Ingleside Elementary

Exercise 2 Results:

Display all students in the 7th grade for District 2. Change the list sort to descending order by name.

The screenshot shows the 'Education Information System' interface. At the top, there are tabs for District, School, Staff, Student (selected), Class, and Course. Below the tabs, the 'Student List' page is displayed. The page includes a sidebar with links for Student Search, Student Problem, Enrollment Search, Student List, and Additional Student Information. The main content area shows a table of student details for District 2, 7th grade. The table is sorted by Last, First Name in descending order.

Last, First Middle Name Previous Last Name	SSN PIN	DOB	Ethnicity Gender	Or	District School	Enrollment Withdraw	Additional Student Information
TREX, WILLIAM CULLEN n/a	412037099 n/a	4/30/91	W M	7	2 30	- n/a n/a	Select Go
STABES, DEVON MICHELLE n/a	411862074 n/a	10/03/86	W F	7	2 5	- n/a n/a	Select Go
RYEB, LOUIS EDWARD n/a	413059837 n/a	2/6/92	B M	7	2 25	- n/a n/a	Select Go
BRYAN, JUSTIN RASHAWN n/a	413058059 n/a	1/31/92	B M	7	2 25	- n/a n/a	Select Go

Exercise 4 Results:

Display the Special Education Information for “Miranda Greer”.

The screenshot shows the 'Education Information System' interface. The 'Student' tab is selected. The 'Student Special Education Information' section displays a table with student details and a table of enrollment periods.

School Year	Name	SSN / PIN	DOB	Ethnicity / Gender	Grade	District / School
2001	GREER, MIRANDA PAIGE	416078333 n/a	5/5/93	W / F	n/a	2 / 20

Enrollment Period	Begin Date	End Date	Special Ed Level	Option Number
8/20/01 - n/a	8/20/01	8/20/01	P	2
8/20/01 - n/a	8/20/01	n/a	P	3
8/20/01 - n/a	8/20/01	n/a	S	2

Exercise 5 Results:

Display the Daily Attendance for “David Bedford”. (Remember, it could be “Dave.”)

The screenshot shows the 'Education Information System' interface. The 'Student' tab is selected. The 'Student Daily Attendance' section displays a table with student details and a table of attendance reports.

School Year	Name	SSN / PIN	DOB	Ethnicity / Gender	Grade	District / School
2001	BEDFORD, DAVER L.	415552943 n/a	5/10/88	W / M	n/a	2 / 5

Enrollment	Withdraw	TOS	Pri Dist/School
8/20/01 - E	n/a - n/a	P	2/5

Report 1 8/20/01 - 9/17/01	
9/17/01 (Monday)	A

Report 2 9/18/01 - 10/15/01	
-----------------------------	--

Report 3 10/16/01 - 11/13/01	
------------------------------	--

Report 4 11/14/01 - 12/13/01	
11/28/01 (Wednesday)	A

Report 5 12/14/01 - 1/29/02	
1/8/02 (Tuesday)	A

Exercise 7 Results:

Display the Enrollment Information for “Michael Bee”.

Education Information System

District

School

Staff

Student

Class

Course

Logout

Student Search

Student Problem

Enrollment Search

Current Student Options:

Student Details

Special Ed. Info.

Daily Attendance

Class Schedule

Disciplinary Actions

Enrollment Info

Enrollment History

Previous Identification Info.

Student Enrollment Info

School Year	Name	SSN / PIN	DOB	Ethnicity / Gender	Grade	District / School
2001	BEE, MICHAEL	543545804 n/a	1/13/95	W M	n/a	2 20

Enrollment	Withdraw	TOG	Pri Dist/School
8/20/01 - E	n/a - n/a	P	200

Instructional Grade	Student Classification
	8/20/01 - n/a - R

Bus Usage: AM/PM / Miles / Bus	Funding Eligibility
	8/20/01 - 5/31/02 - Not Excluded

Student Standard Day
8/20/01 - 410

Completion Document

Class Practical Exercises

Exercise 1 Results:

Display a Class List for School No. 5 in District No. 2.

Education Information System

Logoff

District School Staff Student **Class** Course

Class List
School Year: 2001

Page: 1 of 4

Sort By: District No, School No Order By: Ascending Select Sort

Dist Sch	Svc Dist Sch	Local Class No	Class Type Teach Method	Begin Date End Date	Teacher Name TLN	Course Code	Program Area VEPC	Additional Class Information
2	2	070101	T	8/20/01 5/31/02	HOUSLEY, NANCY O. 2759761	701	Regular n/a	Select Go
2	2	070102	T	8/20/01 5/31/02	HOUSLEY, NANCY O. 2759761	701	Regular n/a	Select Go
2	2	070103	T	8/20/01 5/31/02	HOUSLEY, NANCY O. 2759761	701	Regular n/a	Select Go
2	2	070104	T	8/20/01 5/31/02	HOUSLEY, NANCY O. 2759761	701	Regular n/a	Select Go
2	2	070105	T	8/20/01 5/31/02	HOUSLEY, NANCY O. 2759761	701	Regular n/a	Select Go
2	2	070106	T	8/20/01 5/31/02	DICK, STEPHEN W 416374132	701	Regular n/a	Select Go
2	2	0701R01	T	8/20/01 5/31/02	RILEY, DEBORAH J 232274478	701	Regular n/a	Select Go

Exercise 2 Results:

Display a Class List for staff member with Last Name of "Gurter".

Education Information System

Logoff

District School Staff Student **Class** Course

Class List
School Year: 2001

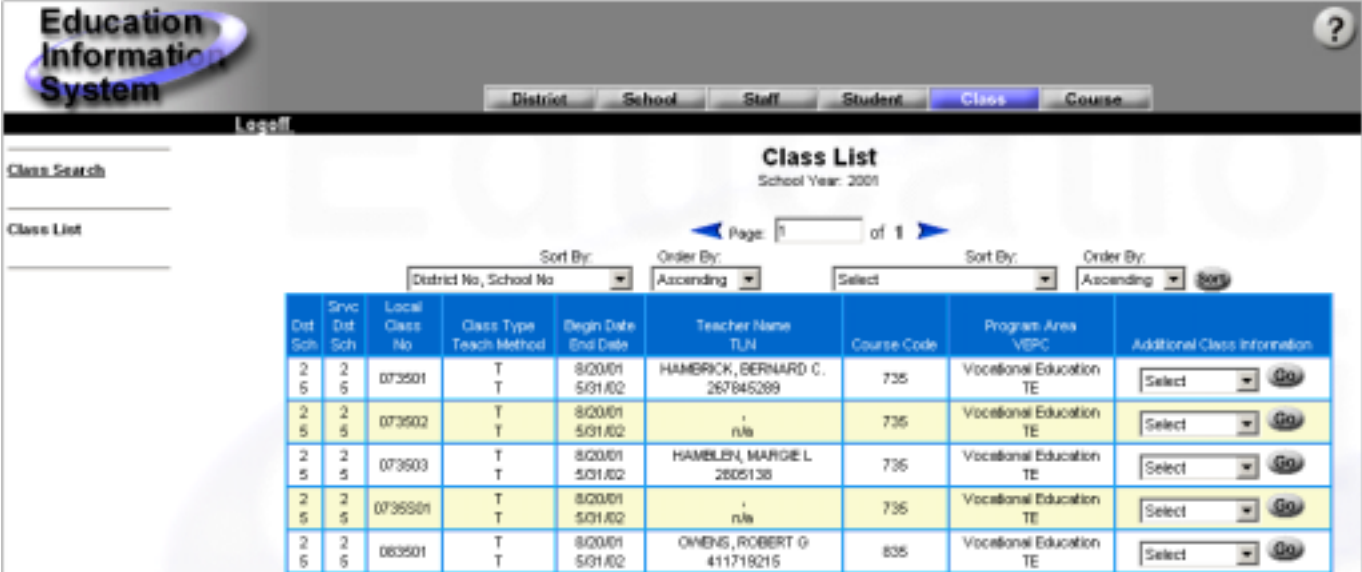
Page: 1 of 1

Sort By: District No, School No Order By: Ascending Select Sort

Dist Sch	Svc Dist Sch	Local Class No	Class Type Teach Method	Begin Date End Date	Teacher Name TLN	Course Code	Program Area VEPC	Additional Class Information
2	2	070701	T	8/20/01 5/31/02	GUNTER, MELANIE M 2892025	707	Regular n/a	Select Go
2	2	070702	T	8/20/01 5/31/02	GUNTER, MELANIE M 2892025	707	Regular n/a	Select Go
2	2	070703	T	8/20/01 5/31/02	GUNTER, MELANIE M 2892025	707	Regular n/a	Select Go
2	2	070705	T	8/20/01 5/31/02	GUNTER, MELANIE M 2892025	707	Regular n/a	Select Go
2	2	080707	T	8/20/01 5/31/02	GUNTER, MELANIE M 2892025	807	Regular n/a	Select Go
2	2	H0ME006	T	8/20/01 5/31/02	GUNTER, MELANIE M 2892025	9605	Regular n/a	Select Go

Exercise 3 Results:

Display a Class List for all classes with a VEPC of “VOC - TE”.



Education Information System

Logoff

District School Staff Student **Class** Course

Class List
School Year: 2001

Page: 1 of 1

Sort By: District No, School No Order By: Ascending Select Sort

Dist Sch	Svc Dist Sch	Local Class No	Class Type Teach Method	Begin Date End Date	Teacher Name TUN	Course Code	Program Area VEPC	Additional Class Information
2 5	2 5	073501	T T	8/20/01 5/31/02	HAMBRICK, BERNARD C. 267845289	735	Vocational Education TE	Select Go
2 5	2 5	073502	T T	8/20/01 5/31/02	n/a	735	Vocational Education TE	Select Go
2 5	2 5	073503	T T	8/20/01 5/31/02	HAMLEN, MARGIE L 2605138	735	Vocational Education TE	Select Go
2 5	2 5	073504	T T	8/20/01 5/31/02	n/a	735	Vocational Education TE	Select Go
2 5	2 5	083501	T T	8/20/01 5/31/02	OWENS, ROBERT G 411719215	835	Vocational Education TE	Select Go

Course Practical Exercises

Exercise 1 Results:

Display a Course List for School No. 5, District 2. Sort the list by Course Name in ascending order.

Education Information System

Logoff

District School Staff Student Class Course

Course Search

Course List

Course List

School Year: 2001

Page: 1 of 1

Sort By: Course Name Order By: Ascending

Sort By: Select Order By: Ascending

Sort

District No	School No	Course Code	Course Name	Abbrev Name	VEPC	Additional Course Information
2	5	3102	Algebra I	Alg 1	n/a	Select Go
2	5	3210	Biology I	Biol 1	n/a	Select Go
2	5	3801	Diversified Technology I	Tech Ed	TE	Select Go

Exercise 2 Results:

Display Course Details for Course Code “706”.

Education Information System

Logoff

District School Staff Student Class Course

Course Search

Course List

Course List

School Year: 2001

Page: 1 of 1

Sort By: Course Code Order By: Ascending

Sort By: Select Order By: Ascending

Sort

District No	School No	Course Code	Course Name	Abbrev Name	VEPC	Additional Course Information
2	5	706	Mathematics	Math	n/a	Select Go

Select
Course Detail
Class List

Education Information System

Logoff

District School Staff Student Class Course

Course Search

Course Details

Course Details

School Year: 2001

Course Code: 706

Course Name: Mathematics

Abbreviated Name: Math

Exclude Prelim Report: N

Endorsements: 1, 13, 101, 400, 401, 402, 413

VEPC: n/a

Category: SEC

Classification: 7

Exercise 3 Results:

Display all courses with the Abbreviated Name of “Sci”.

The screenshot shows the 'Education Information System' interface. The 'Course' tab is selected in the top navigation bar. The 'Course List' page displays a table of courses for School Year 2002, filtered by the abbreviated name 'Sci'. The table has columns for District No, School No, Course Code, Course Name, Abbrev Name, VEPC, and Additional Course Information. There are 8 rows of data, all with 'Sci' as the abbreviated name. The 'Additional Course Information' column contains a 'Select' dropdown and a 'Go' button for each row.

District No School No	Course Code	Course Name	Abbrev Name	VEPC	Additional Course Information
n/a	7	Science	Sci	n/a	Select Go
n/a	107	Science	Sci	n/a	Select Go
n/a	207	Science	Sci	n/a	Select Go
n/a	307	Science	Sci	n/a	Select Go
n/a	507	Science	Sci	n/a	Select Go
n/a	607	Science	Sci	n/a	Select Go
n/a	707	Science	Sci	n/a	Select Go
n/a	807	Science	Sci	n/a	Select Go

Exercise 4 Results:

Display all course with the Category of “VOC”.


The screenshot shows the 'Education Information System' interface. The 'Course' tab is selected in the top navigation bar. The 'Course List' page displays a table of courses for School Year 2001, filtered by the category 'VOC'. The table has columns for District No, School No, Course Code, Course Name, Abbrev Name, VEPC, and Additional Course Information. There are 5 rows of data, all with 'VOC' as the category. The 'Additional Course Information' column contains a 'Select' dropdown and a 'Go' button for each row.

District No School No	Course Code	Course Name	Abbrev Name	VEPC	Additional Course Information
2 5	735	Introduction to Technology	Found Tech	TE	Select Go
2 5	805	Introduction to Technology	Found Tech	TE	Select Go
2 5	3710	Keyboarding	Keybd	OO	Select Go
2 5	3901	Diversified Technology I	Tech Ed	TE	Select Go
2 5	3909	Diversified Technology II	Tech Ed	TE	Select Go

Help Practical Exercises

Exercise 1 Results:

Find and display the Help information for Staff Assignments. View the Valid Current Assignment Codes.



[Search Help](#)


Help - Staff Assignments

Staff Assignment Details

Element	Description
Staff Last, First Middle Name	Name of staff member listed in Last, First, and Middle order.
Ethnicity	Ethnic background or Race, valid values are: I = American Indian or Alaskan Native A = Asian P = Native Hawaiian or Other Pacific Islander B = Black or African American H = Hispanic or Latino W = White
Gender	The gender of the student: M = Male F = Female
SSN	Social Security Number of student.
TLN	Teacher license number of staff member
District	The number assigned by SDE to the district.
School	School Number or School ID.
Assignment	A position a staff member is assigned to provide service. A staff member may have multiple current assignments. Link to Valid Current Assignment Codes, close window to return to this screen
Assignment Dates	Beginning and ending date for current staff assignment
Class Assignment Date	The date staff member was assigned to class.
Class Dates	The beginning and ending dates of a staff class assignment.
Course No	Course number as approved by the SDE. Link to valid Course Codes List, close window to return to this screen
Class	Class number
Monday Period	The period number of the day the class is scheduled to meet on Mondays (the first period if it spans multiple periods)
Monday Duration	The average amount of time the class is scheduled to meet on the specified day over a one-week period based on the amount of time the class is schedule to meet on the specified day until the scheduling pattern of the class repeats. Link to Class Section, Day of the Week, Duration, close window to return to this screen

Exercise 2 Results:

Find and display the Help information for the Staff Licensure Details page.



[Search Help](#)

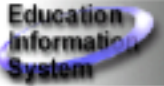
Help - Staff Licensure Details

Staff Licensure Details

Element	Description
Staff Last, First Middle Name	Name of staff member listed in Last, First, and Middle order.
Teacher License Number	The number assigned to the staff member when they are entered into the teacher Certification and Licensure system.
Staff Social Security Number	The number assigned by the Social Security Administration for identification.
Experience (in Yrs)	Number of years of teacher experience
Education Level	Teacher Education Level
Date Acquired	Date teacher license acquired
Sex	Staff member gender: M = Male F = Female
Description	Description of teacher license. (i.e. professional or occupational)
Type	Type of teacher license
Date Issued	The date teacher license was issued
Expiration Date	The date teacher license expires.
Renewal Date	The Date teacher license required renewal
Number of Renewals	Number of times licensed renewal
Endorsements	Endorsement codes related to course code.

Exercise 3 Results:

Find and display the Help information for Student Details.



[Search Help](#)

Help - Student Details

A detailed listing of data for one student.

Element	Description
School Year	School Year (4-digit date), must be formatted CCYY
Last, First Middle Name	Name listed in Last, First, and Middle order.
Previous Last Name	If the student has had a different last name, it should be listed here.
SSN	Social Security Number of student.
PII	Personal Identification Number
DOB	The year, month, and day the student was born, format must be CCYYMMDD.
Gender	The gender of the student: M = Male F = Female
Ethnicity	Ethnic background or Race, valid values are: I = American Indian or Alaskan Native A = Asian P = Native Hawaiian or Other Pacific Islander B = Black or African American H = Hispanic or Latino W = White
Grade	The instructional grade to which a student is assigned during the instructional service period.
Type of Service (TOS)	Action for student at end of year. P = Promote R = Retain D = Denote
District	The number assigned by SDE to the district.
School	School Number or School ID.
Enrollment Date	First day of student's enrollment in a school, format must be CCYYMMDD
Enrollment Code	The reason the student enrolled in the school, valid values are: E = Regular enrollment E1 = Out of State enrollment TR = Transferred Enrollment
Withdraw Date	The first date which a child did not attend school for this withdrawal. Format must be CCYYMMDD.
Withdraw Code	Reason enrolled student was withdrawn from the School providing primary or selective services, valid values are: 00 = Dropout, under 18 01 = Dropout, 18 and over 02 = Withdrawn to state institution (i.e. TPS, DHS) 03 = Transferred to other Tennessee school district 04 = Transferred to other school in same district 05 = Transferred out-of-state 06 = Transferred to non-public school in Tennessee 07 = Doctor certified withdrawal 08 = Deceased 09 = Transferred to mental or drug rehabilitation institution 10 = Withdrawn to home school 11 = Court Order 12 = Graduation during summer or first semester or anytime prior to spring graduation, (regular diploma or GED diploma)
Primary District ID	The district number of the student's primary/home school.
Primary School ID	The student's primary/home school.